Checklist "Digital Final Thesis"

Unimail

➔ Activated?
➔ ⊠ Please check your e-mails regularly!

- *Before the start of the processing period:*
  ⊠ You will receive an e-mail with information on the processing time (start and end date) as well as on the appointment of reviewers. (This step can be omitted depending on the degree program and procedure).
- *After the start of the processing period:*
  ⊠ You will receive an e-mail containing the selected topic information on the processing time (start and end date) as well as on the appointment of the reviewers.

Technical problems?! ➡ itmc Service Desk

E-Mail:service.itmc@tu-dortmund.de, Tel. 0231/755-2444

Questions on formalities? ➔ Please contact your advisors in the Central Examinations Office *(Zentrale Prüfungsverwaltung).*

Content-related questions? ➔ Please contact your reviewers.

- Coordinate changes (e.g. title of the thesis) immediately with all parties involved and, if possible, before submitting the thesis. If you have any questions, please contact the Section Central Examinations Office (or the responsible department).

Submitting your final thesis

- Text document (your final thesis) ➔ Since it is only possible to upload a PDF document as the main file, please convert your thesis to PDF.

- ! **Important** ! The correct version of the [affidavit](#) *(Eidesstattliche Versicherung)* must be completed and **hand-signed** by you and inserted in the main document (your thesis).
- The final thesis must be submitted <u>by the end of the latest submission date</u> ("midnight") in TU Dortmund's time zone ➔ including all corresponding attachments.
  - ▲ Uploading the final thesis (and the attachments):
    - ! **Important** ! Please allow sufficient time. Fast uploads are available in the PC pools or via the WI-FI of TU Dortmund University.
    - Completed files can be uploaded in advance and remain stored there until the final thesis is submitted.
    - ! **Important** ! If your thesis is larger than 1 GB, please contact both the Central Examinations Office (or the administrative office in the relevant department) and your reviewers before the latest submission date and agree on an alternative submission (e.g. suitable storage medium such as DVD, USB stick or the university cloud "sciebo" can also be used).
    - Attachments to your thesis should always be uploaded in a compressed file format (e.g. .zip). Multiple files should be combined in one zip folder. If a folder is larger than 1 GB and/or the attachments contain more than 20 folders, please submit on a suitable storage medium (e.g. DVD, USB stick) or use "sciebo", as the upload in ExaBase does not allow more than 20 files and may also take a very long time or cause technical problems.

! **Please note** ! Attachments that cannot be uploaded must also be submitted to the supervising organizational unit (department, e.g. dean's office, front office, reviewers) <u>before the end of the processing time</u>, i.e. <u>by the latest submission date</u>.

- ✓ **Correct submission** ➔ You will receive a receipt by e-mail to your ⊠ Unimail account that can be downloaded directly after the submission to the system.